

**CALIFORNIA DEPARTMENT OF AGING**MULTIPURPOSE SENIOR SERVICES PROGRAM BRANCH  
1300 NATIONAL DRIVE, SUITE 200

SACRAMENTO, CA 95834-1992

Internet Home Page: [www.aging.ca.gov](http://www.aging.ca.gov)

TDD Only 1-800-735-2929

FAX Only (916) 928-2508

(916) 419-7552

**MSSP ADVISORY AND GUIDANCE LETTER – 11-01****DATE:** July 28, 2011**TO:** Multipurpose Senior Services Program Site Directors**From:** Mary Sibbett, Operations Manager *MSibbett***SUBJECT: MSSP Efficiency Measures**Purpose

The purpose of this MSSP Advisory & Guidance Letter (MAGL) is to provide guidance regarding the elimination of four (4) CDA-mandated MSSP forms/documents. The discontinuation of the forms/documents eliminates the duplication of paperwork ultimately leading to increased program efficiency.

References

MSSP Site Manual, Paperwork Reduction Act, Title 44, Chapter 35

Background

CDA has evaluated and determined that the elimination of four (4) CDA-mandated forms/documents will streamline the care management process without jeopardizing the integrity of the required documentation. This action will reduce the paperwork burden for MSSP care management staff, improve productivity and strengthen the partnership between CDA and MSSP sites.

Clarification of Procedures

Effective immediately, sites are no longer required to:

1. Submit a Vendor Licensing Form or Unit Rate Report at the beginning of each fiscal year. The vendor licensing information will be collected in the first quarterly report beginning in fiscal year 2011-12.
2. Complete the following documents:
  - Institutionalization Form (IF)
  - Client's Physicians and Other Health Professionals Form

In addition, Effective March 1, 2011:

3. If the Functional Needs Assessment Grid (FNAG) is accompanied by the Initial Psychosocial Assessment which contains the 'Environmental Safety Special Equipment Checklist', the Equipment Needs Section on the FNAG is not required.

Sites may continue to use these forms for their own purpose; however, CDA will not monitor these areas as part of the utilization review process.

If you have any questions, please contact your assigned analyst.

Paula Butler, Chief  
Multipurpose Senior Services Program Branch  
California Department of Aging

Aging Program Analysts  
Multipurpose Senior Services Program  
California Department of Aging

Nurse Evaluators  
Multipurpose Senior Services Program  
California Department of Aging

Audits Manager  
Audit Branch  
California Department of Aging

Susana Torricella, Chief  
Community Options Monitoring and Assessment Unit  
Monitoring and Oversight Section  
Home- and Community-Based Services Branch  
Medi-Cal Operations Division  
California Department of Health Services